



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF:

APVR-AG-RS

27 Aug 03

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Alaska (USARAK) Policy Letter on Participation in Retirement Ceremonies (CG/CoS Policy #0-8)

1. Reference. Army Regulation (AR) 600-25, Salutes, Honors, and Visits of Courtesy, 15 May 1970.
2. Purpose. To establish procedures for soldiers electing participation/nonparticipation in Retirement Ceremonies.
3. Applicability. All personnel assigned to Fort Wainwright and Fort Richardson with approved dates of retirement.
4. Policy. Based on input from Colonel-level Commanders and Staff Officers in USARAK, the policy on participation in retirement ceremonies is: participation is strongly encouraged but is not mandatory. Each soldier applying for retirement will be required to complete a Retirement Ceremony Selection Form (USARAK Form 34) and have the form endorsed by the Unit Commander or First Sergeant.
5. Procedures.
 - a. The 203d Personnel Services Battalion (PSB) will provide each retiring soldier with the selection form for completion and inform the soldier that processing of a retirement request will not be completed until the selection form is returned with the signature of his/her Unit Commander or First Sergeant.
 - b. The 203d PSB will maintain the selection form in the soldier's retirement folder and fax a copy of the completed form to the Retirement Services Office (RSO).
 - c. The soldier will complete the selection form and have it signed by his/her Unit Commander or First Sergeant. The form must be returned to the 203d PSB not later than (NLT) three working days after receipt. The soldier understands that no action will be taken on his/her retirement application until the form is returned.

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d. The RSO will maintain a file of Selection Forms and provide a monthly report to the USARAK Chief of Staff and Command Sergeant Major on soldier elections.

e. For soldiers requesting a unit ceremony, each retiring soldier's unit should contact the RSO for assistance with certificates, flags and lapel pins for presentation.

f. RSO will coordinate program information with soldiers wishing to participate in the ceremonies.


(1) Fort Richardson: The USARAK Retirement Services Officer must receive all information for the Fort Richardson program NLT five working days prior to the ceremony to allow sufficient time for printing of the programs. Biographies and/or changes received after this date will not be included in the program.

(2) Fort Wainwright: The USARAK Retirement Services Officer must receive all information for the Fort Wainwright program NLT 10 working days prior to the ceremony (includes host officer and retirees' biographical information). Information and/or changes received after this date will not be included in the program. Ten working days are required in order to allow for printing and shipping of the programs to Fort Wainwright.

g. RSO will provide names and biographies to Directorate of Plans, Training, Security and Mobilization/G3 (DPTSM/G3) Ceremonies NCOIC on individuals participating in the Retirement Ceremony. RSO will complete the ceremony programs.

6. Proponent for this policy is Retirement Services Office, 384-3500.

Encl



DAVID A. WOOD
COL, GS
Chief of Staff

DISTRIBUTION:

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Privacy Act

Authority: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-101, Personnel (In- and Out- and Mobilization Processing); and E.O. 9397 (SSN).

Purpose(s): To verify that an individual has obtained clearance from the Army Staff agency or installation's facilities and has accomplished his/her personal and official obligations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None. The "Blanket Routine Uses" set forth in the beginning of the Army's Compilation of Systems of Records Notices apply to this system.

Disclosure: Voluntary

Congratulations on your pending retirement. The USARAK Community would like to show its appreciation for your unselfish service during our retirement ceremony.

Retirement Ceremonies are conducted at Fort Wainwright and Fort Richardson on a quarterly basis. If you choose to participate, you will be scheduled for the ceremony closest to your date of final out processing unless you select a different quarter.

We hope you will choose to participate in a retirement ceremony. We appreciate the opportunity to say "thank-you" for your dedication and service to our country.

Please indicate your choice below:

	I wish to participate in the quarterly Retirement Ceremony. I understand I will be contacted by the Retirement Services Officer (RSO) and/or 203 rd PSB notifying me of the date of my ceremony. I understand I need to provide the RSO with my biography no later than 10 days prior to the ceremony and that the uniform for the ceremony is Class A
	Request unit ceremony. Unit will present retirement certificate, certificate of appreciation and flag during an appropriate ceremony. Unit will be notified of this choice by 203 rd PSB. I will coordinate with my unit.
	No Ceremony. I understand my certificate of retirement, certificate of appreciation for myself and my spouse and my retirement flag will be handed to me by the retirement clerk at the time of final out processing. No formal ceremony will be provided.

Signature	Date
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Printed Name and Rank

SSN (OPTIONAL)	Date of Retirement
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Unit	Duty Phone
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Signature of Unit Commander or First Sergeant	Date
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Printed Name of Unit Commander or First Sergeant